

October 1959 thru 30 March 1960

1. Based on Studies made by this Staff, it was recommended that a group of individuals knowledgeable in the documentation and automatic data processing fields be established to study and recommend the use of ADP equipment in the DD/I Area. The recommendation was approved and resulted in the establishment of the Automation Staff in the Office of the DD/I.
2. Under the direction of this Staff, eighteen full time and five part time personnel are writing computer programs for performing the DD/S accounting, recording and reporting jobs with an RCA 501 Computer System. The ~~System~~ will become fully operational on 1 October 1960.
3. The Chief of this Staff was appointed a working member of the Agency Mechanical Linguistics Committee and the Bureau of the Budget Automatic Data Processing Committee.
4. Substantial technical assistance has been rendered to components of DD/I, DD/P and DD/S in Connection with the use of Punched paper tape equipment.
5. Substantial time of this Staff has been used during this reporting period in finding and negotiating for permanent space for the location of the RCA 501 Computer System and in working out the many details of fire <sup>placement of heat losses</sup> prevention and physical security of the Area, and schedules for the installation of the equipment.
6. Arrangements for and scheduling and monitoring of executive educational seminars and training of personnel for the programming and Operation of the RCA 501 Computer, has been supervised by this Staff.
7. An inventory of installed and projected use of ADP equipment was made at the request of and reported to the ADP Committee of the Bureau of the Budget